

SECTION 10 - TIME AND ATTENDANCE RECORDING AND CERTIFICATION REQUIREMENTS

10.1 The HUD-25012, Time and Attendance Record.

The form HUD-25012, Time and Attendance Record, is the official form used to record the daily time and attendance of each employee; and the form HUD-25012 may not be modified at the local level.

10.2 Use of the HUD-25012, Time and Attendance Record:

Timekeepers must use the HUD-25012, Time and Attendance Record, to record daily time and attendance data/information provided by the supervisor.

10.3 Biweekly Verification/Certification Process:

Step 1: The timekeeper shall complete the daily record (upper) portion of the Time and Attendance Record; review the form for completeness sign the form to certify the accuracy of the entries; and provide the signed Time and Attendance Record to the employee for review and verification, prior to submitting the forms to the supervisor for certification.

Step 2: The employee shall review the Time and Attendance Record, provided by the timekeeper at the end of the pay period; verify the data/information; sign (not initial) the form in the designated area, to affirm the T&A data to be true and correct; and return the form to the timekeeper.

Step 3: The supervisor shall review the Time and Attendance Records having the timekeeper's and employee's signatures; sign (not initial) the form, to indicate that the work schedules and related data/information recorded are, to the best of the approving official's knowledge, true, correct, and accurate; and give the signed Time and Attendance Record to the timekeeper, who will codify the data and prepare the PC-TARE T&A Report.

10.4 Timekeeper Confirmation and Certification of PC-TARE Reports:

The timekeeper's signature is required on the T&A Report (PC-TARE printout), to confirm that recorded information is correct and accurate, according to the information provided by the supervisor and to the best of their knowledge.

10.5 Supervisor Verification and Certification of PC-TARE Reports:

The supervisor's signature is also required on the T&A Report (PC-TARE printout) to verify that the recorded information is, to the best of their knowledge, true, correct, and accurate- and in accordance with applicable laws, regulations, and legal decisions.

10.6 Entries for Employees Temporarily Off-Site

The employee's supervisor is responsible for making entries/completion of the Time and Attendance Record Sheet for employees who are unable to complete the form because they are off-site at the beginning and/or end of the pay period due to travel, training, conferences, or other job-related activities.

10.7 Resolving Discrepancies:

Discrepancies or questions concerning entries on the Time and Attendance Record should be brought to the attention of the supervisor for resolution.

10.8 Records Retention:

General Records Schedule 2, items 3a(1) and 3b require that attendance records be destroyed after GAO audit or when 6 years old, whichever is sooner.